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**State of Wisconsin**  
**Department of Health and Family Services**

**Child Welfare Services Review Program Enhancement Plan**  
**Adoption Services Committee**  
**Agenda**

**February 22, 2005**  
**9:30 AM to 3:15 PM**

**Pyle Center, Room 335**  
**702 Langdon Street**  
**Madison, WI 53706-1487**

[\(map and directions\)](#)

1. Welcome and general housekeeping announcements (9:30 AM)  
Sherry Benson and Dale Langer
  - Introductions including those present by conference call.
2. Permanency Consultation timeline (9:40 AM)  
Pennie Felton (lead for this work group) plus other group members
  - Overview of recommended changes to the draft timeline
  - Discuss changes individually allowing for committee input
  - Finalize draft document including recommended changes
3. Break (10:45 AM)
4. Review draft numbered memo on Permanency Consultation (11:00 AM)  
Sherry Benson and Dale Langer
  - Decide on scope
    1. who does it apply to
    2. when does it apply
    3. what is the purpose
    4. are there special groups that should receive this document
  - Is it mandatory or voluntary
  - Explanation of the review process
5. Lunch (12:00 noon)

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6. Combining the FFA and AFA (12:30 PM)  
Angie Hurd and other committee members
  - Report on progress of the group
  - Benefits and challenges to combining the two documents
  - What would be the recommended steps to take to move this task forward
  - What will the challenges/barriers be to combining the two documents
7. Break (1:45 PM)
8. Readiness for Adoption (2:00 PM)
  - What factors should be considered in making this decision
  - Verbal vs. written documentation
  - Who should be involved in the final decision
  - What should the report to the court look like – amount of documentation, names of team decision-makers, identified conditions to be met to help the child/family become ready for adoption
9. Planning future meetings (2:45 PM)
  - We need to plan meetings for the next year
  - How often should we meet
  - How long should the meetings be
  - Location of the meetings
10. Set the agenda for the next meeting (3:00 PM)
11. Adjourn (3:15 PM)